



Counselor Letter of Recommendation *Request*

Student Instructions:

For **each** LOR requested, the following is required:

- a. Find out how many recommendations are required; do not ask for more than you need
- b. You must **ask your counselor** first before filling out this form
- c. You must give the counselor a minimum notice of **3 weeks** to write a letter of recommendation.
- d. **Email the recommendation request** to your counselor.
- e. Counselors will send the letter directly to Going Merry using the online portal or to the District Scholarship Coordinator.

Letter of Recommendation Request

This information will be used by your guidance counselor to write a letter of recommendation for colleges or scholarships. Please answer each question thoroughly. The more information you provide, the better your letter will be.

1. First LOR deadline date
2. I am requesting this letter of recommendation for these schools and scholarships:
Please be specific
3. What are your career/major interests?
4. Why do you wish to pursue this major or career? Have you had any experience in this field?
5. List all the people who live in your household.
6. What is the highest level of education of your parent(s) or guardian(s)?
7. Please indicate the colleges/universities in which your parents/family members/guardians have attended.
8. What are your strongest academic interests? Which courses have motivated you and why?
9. How would a teacher describe you as a student in the classroom? Please give specific examples.
10. How would someone who knows you well describe you in three words? Why would they use these words?
11. What are your strengths and limitations? Give an example of how you have shown your GREATEST strength and how you are overcoming your limitations.
12. What do you think people who know you would be surprised to learn about you?
13. Outside of academics, what do you enjoy most? What do you find most challenging?
14. Please describe what you have chosen for community service. How many hours have you completed? Why did you choose this community service? What has it meant to you? What have you learned?
15. List any extracurricular activities you have participated in during your high school years (athletics, clubs, activities, publications, summer programs, etc.). Indicate the length of time you participated. Give some details about what you did. Was one more meaningful than another? Why? You can include activities outside of school.
16. List awards, honors, and a description of any position(s) held for each club or group and the year you received the award, honor, or position.
17. Please list your PAID work experiences and discuss your job duties in detail. Give number of hours worked per week and whether it was a summer job or during school. What did you learn about yourself as a result of this employment?
18. What college characteristics are most crucial in your decision?
19. Please describe the qualities and accomplishments you would bring to the undergraduate student body.
20. Where do you fit in your family (i.e., oldest, middle, youngest, only)?
21. Describe any unusual circumstances or challenges you have faced and discuss the ways you have responded to them. (Example: divorce, illness, unusual positive strengths, dips in academics, financial circumstances, family issues).

22. Some colleges only accept a small percentage of qualified applications. Why should your college of choice accept you? What makes you special? In what ways do you stand out from the crowd? Do not be shy.
23. Is your California Colleges college list updated? Why did you select the colleges on your list?
24. Have you taken the ACT/SAT? If so, please indicate the dates and scores you received.
25. Do any of your colleges require the SAT Subject Tests? If so, which ones?
26. Is there anything you would like your counselor to help you with at this point? If so, what?
27. Which teachers did you ask or will you ask to write your letters of recommendation?